

CA-PMM**Project Name:** Parole LEADS Modernization (PLM)**OCIO Project #:** 5225-103**Department:** CA Dept of Corrections & Rehabilitation**Reporting Period:** From: To:**Team Member to Project
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

Status of Assigned Issues

Issue Number	Description	Due Date	Status
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Team Member to Project Manager

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Department: CA Dept of Corrections & Rehabilitation

Reporting Period: From: 7/1/09 To: 7/31/09

Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Vacant state positions and competing priorities for state staff has delayed the completion of the Requirements Validation Phase (Completion) milestone. Design Phase (initiation) Milestone was started earlier than scheduled.	There is a risk of re-work of design activities, if changes to requirements occur as part of Requirements Validation Phase completion.	Design Phase initiated earlier than scheduled. Requirements Validation Phase delayed, to be completed during Design Phase.
2. Were any key milestones or deliverables rescheduled?	Yes	See #1 above	Made schedule adjustments to accommodate early Design Phase start. Requirements Validation and Design Phase activities occurring in parallel.	Monitoring of project Risks to mitigate impact of delayed Requirements Validation Phase completion.
3. Was work done that was not planned?	Yes	Lack of legacy system documentation and required additional technical analysis.	Delays to current design activities.	Temporary assignment of vendor resources to fill gap of State resources until State vacancies are filled.
4. Were there any changes to scope?	No	n/a	n/a	n/a
5. Were tasks added that were not originally estimated?	No	n/a	n/a	n/a
6. Were any tasks or milestones removed?	No	n/a	n/a	n/a

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7. Were any scheduled tasks not started?	No	n/a	n/a	n/a
8. Are there any new major issues?	No	n/a	n/a	n/a
9. Are there any staffing problems?	Yes	2 vacancies of State project staff (Technical Lead and Project Controller) remain. Loss of redirected (temporary) State staff assignment to the project.	Increased workload on existing project staff (State and Vendor), and delayed completion of State-side activities.	Recruitment/Hiring process in progress. Hiring process has been unsuccessful to date. Currently evaluating State resource redirection alternatives. Assessing impact on upcoming project activities and milestones.

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No	n/a	n/a
2. Do any key milestones or deliverables need to be rescheduled?	No	n/a	n/a
3. Is there any unplanned work that needs to be done?	Yes	Additional workload on State and Vendor resources.	Evaluate mitigation strategies to address lack of State resources.
4. Are there any expected or recommended changes to scope?	Yes	Possible change to implementation strategy.	Analysis of vendor contract & implementation approach to determine feasibility
5. Are there any tasks not originally estimated that will need to be added?	No	n/a	n/a
6. Are there any tasks or milestones that should be removed from the plan?	No	n/a	n/a
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	Development Phase initiation may be delayed.	Completion of Requirements Validation Phase and Design Phase activities.
8. Are any major new issues foreseeable?	Yes	Modification of legacy system interface may be required. Interface is maintained by a 3rd party vendor, not reportable to project.	Coordinating with 3rd party vendor to assess changes needed.
9. Are any staffing problems anticipated?	Yes	State project staff turnover and inability to recruit for vacancies increases workload on remaining staff	Project managers have escalated issue to Project Director

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Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Initiated Design Phase; Conducted Usability Work Sessions; Development / Test Environment established; Began Data Conversion Activities.

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Requirements Verification & Validation	7/1/09	8/17/09	Delayed	Lack of State resources.	
Environment Preparation	7/31/09	8/17/09	Delayed	Development and Test environments established, awaiting State DBA resources to complete database configuration activities.	
Detail Design	9/17/09	9/17/09	On Target	n/a	

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Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			Revised Project Schedule approved in May 2009. New schedule brings implementation date below 5%.
Milestones	X			n/a
Deliverables	X			n/a
Resources		X		Staff vacancies/turnover increases workload on current staff. Hiring/Recruitment process has not been successful.
OneTime Cost	X			n/a
Continuing Cost	X			n/a

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Committee****Summary Milestones and Highlights****Project Milestones:***List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.*

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
RequirementsVerification & Validation	7/1/09	8/17/09	Delayed	Lack of State resources	
Environment Preparation	7/31/09	8/17/09	Delayed	Development and Test environments established, awaiting State DBA resources to complete database configuration activities.	
Detail Design	9/17/09	9/17/09	On Target	n/a	

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Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			Revised Project Schedule approved in May 2009. New schedule brings implementation date below 5%
Milestones	X			n/a
Deliverables	X			n/a
Resources		X		Staff vacancies/turnover increases workload on current staff. Hiring/Recruitment process has not been successful.
One Time Cost	X			n/a
Continuing Cost	X			n/a

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Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	Outreach to external law enforcement agencies has promoted customer buy-in.
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	Technology is well proven in many industries, primarily a COTS solution.
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	0 Green	Some project tasks have been delayed. Corrective action has been taken. Overall critical path remains on schedule.
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	To date, all costs are within budget.
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0 Green	Risks continue to be monitored weekly by project staff, and mitigated as soon as possible.
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	1 Yellow	Oracle licensing issues resolved. Hardware has been received and Development / Test environment setup is complete. Awaiting
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0 Green	Sponsors attend all ESC meetings and are available to mitigate issues as needed.
	Partially engaged	1		
	Inadequate engagement	2		

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8. Strategy Alignment	Strong alignment	0	0	Green	Project Managers meet regularly with SOMS to ensure alignment with schedule and technologies.
	Partial alignment	1			
	Weak or no alignment	2			
9. Value-to-Business	Strong	0	0	Green	Proposed solution will be easy to modify in future, which ensures all aspects of application remain current.
	Medium	1			
	Weak	2			
10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	Skillnet Solutions (integration vendor) has proven track record of successful implementation of similar solution. Technical staff has extensive knowledge of proposed solution. Eclipse Solutions (TPM) has proven track record and has extensive knowledge of project management best practices.
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0	Green	Some milestone delays have occurred, but most remain on schedule.
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	1	Yellow	All scheduled deliverables have been submitted by vendor on time. Delays that have occurred are associated with final State review and approval, which is related to lack of staff resources.
	80-90% on time	1			
	<80% on time	2			

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13. Actual vs. Planned Resources	>90% assigned and available	0	2	Red	Continued vacancies and turnover of redirected State staff has limited the ability to fully staff the project to the appropriate resource levels. Recruitment of vacant positions has been unsuccessful to date.
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	Overtime is not currently authorized.
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	Project team (state & vendor staff) have a good working relationship which fosters efficiency and good team work.
	Moderately Effective	1			
	Ineffective	2			
Total			4	G	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

Vendor Viability Rating Rationale

Skillnet Solutions (integration vendor) has proven track record of successful implementation of similar solution.
 Technical staff has extensive knowledge of proposed solution.

Eclipse Solutions (TPM) has proven track record and has extensive knowledge of project management best practices.